Title: *Employee Status Update to Permanent at*
Completion of In-training Appointment
Processes :
Sub-Processes :

HRMS Training Documents

Employee Status Update to Permanent at Completion of In-training Appointment

| PA40 |

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
4/5/2005	Chylynn Hansel	Document Draft
4/7/2005	Teresa Dillon	SME Review
4/14/2005	Chylynn Hansel	Document Draft Revision
4/18/2005	Teresa Dillon	SME Review
4/29/2005	Chylynn Hansel	Edits
4/29/2005	Teresa Dillon	Review
5/9/2005	Heather Hanson	Training Team Review
6/28/2005		Agency Review
7/7/05	Mike Murray	Internal Review
7/8/05	Chylynn Hansel	Edits

State of Washington HRMS

File name: | **Version:** SME Approved Script | SAP Parent
EE_STATUS_COMPLETE_INTRAIN **Last Modified:** 12/19/2008 9:28:00 AM | Page 1 / 12
ING_APPOINTMENT.DOC
Reference Number:

Title: *Employee Status Update to Permanent at*
Completion of In-training Appointment
Processes :
Sub-Processes :

HRMS Training Documents

Purpose

Use this procedure to update employee **status** to **permanent** at the completion of an In-Training Probationary Appointment period.

Trigger

Perform this procedure when an employee completes an in-training probationary period.

Prerequisites

- Completed In-Training Appointment

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Personnel Action

Transaction Code

PA40

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

Related Procedures:

Appointment Change after In-training Appointment

State of Washington HRMS

File name:
EE_STATUS_COMPLETE_INTRAINING_APPOINTMENT.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 12/19/2008 9:28:00 AM

SAP Parent
Page 2 / 12

Title: *Employee Status Update to Permanent at*
Completion of In-training Appointment
Processes :
Sub-Processes :

HRMS Training Documents

Procedure

1.   Start the transaction using the above menu path or transaction code **PA40**.
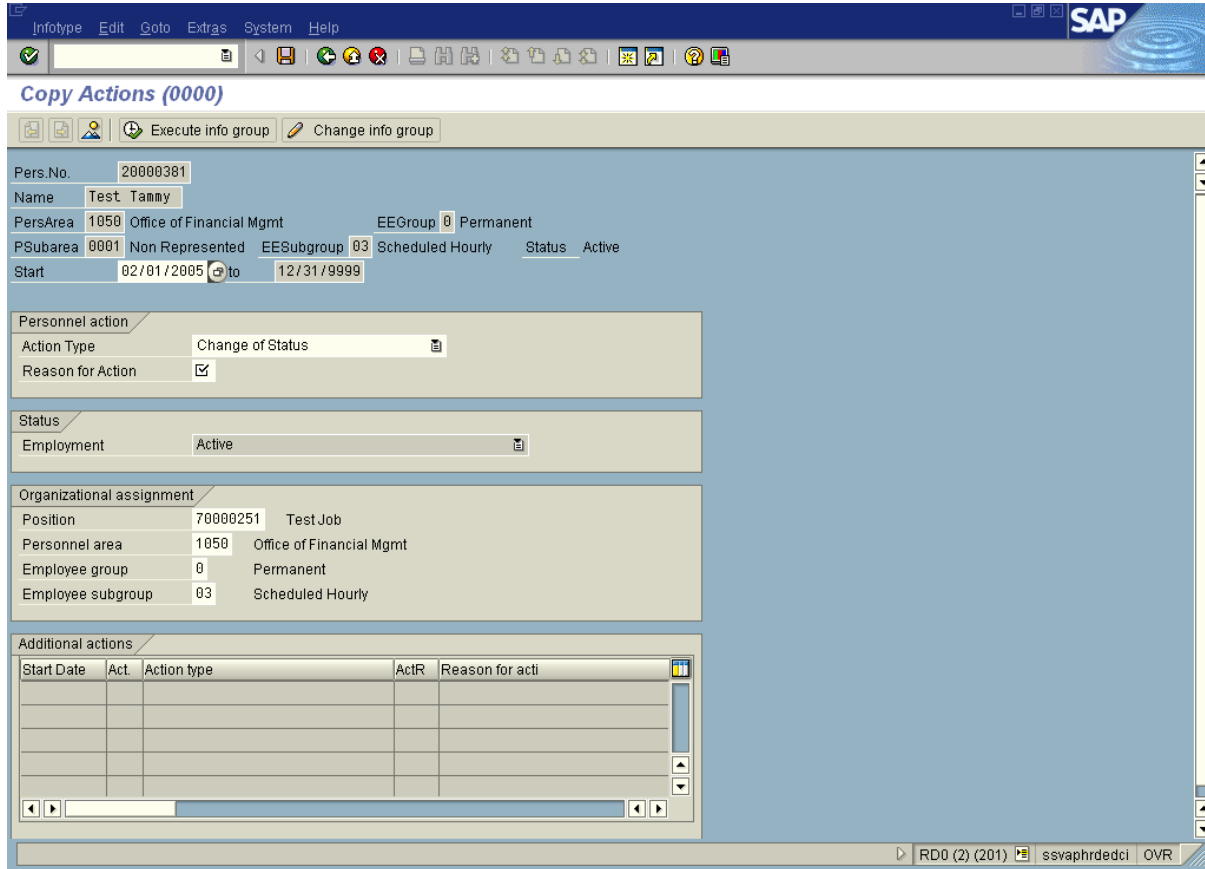
Personnel Actions

2.   Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. **Example:** 20000381
From	R	The start date of a record. **Example:** 2/1/2005

3.   Click the gray box to the left of `Change of Status` to select.

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
EE_STATUS_COMPLETE_INTRAIN**Last Modified:** 12/19/2008 9:28:00 AM   Page 3 / 12
ING_APPOINTMENT.DOC
Reference Number:

Title: *Employee Status Update to Permanent at*
Completion of In-training Appointment
Processes :
Sub-Processes :

HRMS Training Documents

4. Click ⏲ (Execute) to execute a process or action.

Copy Actions (0000)

5. Complete the following field:

Field Name	R/O/C	Description
Reason for Action	R	The reason that an action has been performed. **Example:** 04 Non-Perm to Permanent

6. Click 🗗 (Matchcode) to open the selection list.

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
EE_STATUS_COMPLETE_INTRAIN**Last Modified:** 12/19/2008 9:28:00 AM   Page 4 / 12
ING_APPOINTMENT.DOC
Reference Number:

Title: *Employee Status Update to Permanent at*
Completion of In-training Appointment
Processes :
Sub-Processes :

HRMS Training Documents

Reason for Action (2) 4 Entries Found

Reason for Action (2) 4 Entries Found	□ ⊠

Restrictions

Action Type: UJ
Name of action type: Change of Status

Ac...	Name of reason for action
02	Complete In-Training Level
03	Complete In-Training Series
04	Non-Perm to Permanent
05	Transitional Review Complete

4 Entries Found

7. Click 04 Non-Perm to Permanent to select.

8. Click 🗸 (Continue) to Continue.

State of Washington HRMS

File name: **Version:** SME Approved Script SAP Parent
EE_STATUS_COMPLETE_INTRAIN**Last Modified:** 12/19/2008 9:28:00 AM Page 5 / 12
ING_APPOINTMENT.DOC
Reference Number:

Title: Employee Status Update to Permanent at
Completion of In-training Appointment
Processes :
Sub-Processes :
HRMS Training Documents

Copy Actions (0000)

9. Click ⊘ (Enter) to validate the information.

10. Click 🖫 (Save) to save.

Title: *Employee Status Update to Permanent at Completion of In-training Appointment*
Processes :
Sub-Processes :

HRMS Training Documents

Copy Organizational Assignment (0001)

11. In the **Contract** field, click 📄 (Dropdown) to select from the drop-down list.

12. Click **Trial Service**.
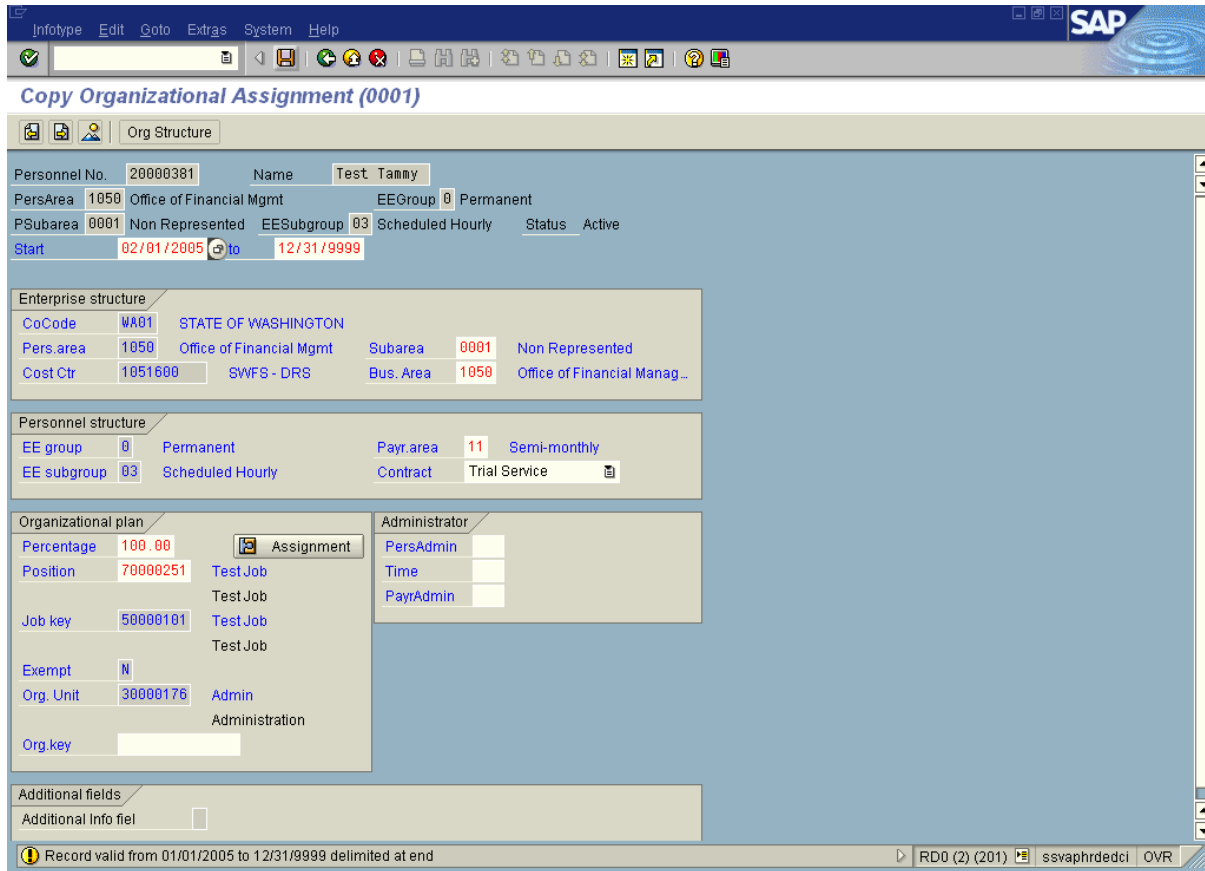
ℹ️ The employee has completed the In-Training Probationary appointment at the lower job class level. The employee must now serve a Trial Service appointment in the new job class.

13. Perform one of the following:

If	Then
The In-Training plan is multi-tiered	Click **InTrng/Trl Srv** from the drop-down list in the **Contract** field.
The employee has successfully completed the In-Training Appointment	Click **Trial Service** from the drop-down list in the **Contract** field.

State of Washington HRMS

File name: EE_STATUS_COMPLETE_INTRAIN ING_APPOINTMENT.DOC	**Version:** SME Approved Script **Last Modified:** 12/19/2008 9:28:00 AM	SAP Parent Page 7 / 12

Reference Number:

Copy Organizational Assignment (0001)

14. Click ⊘ (Enter) to validate the information.

15. Click 🖫 (Save) to save.

State of Washington HRMS

File name: **Version:** SME Approved Script SAP Parent
EE_STATUS_COMPLETE_INTRAIN**Last Modified:** 12/19/2008 9:28:00 AM Page 8 / 12
ING_APPOINTMENT.DOC
Reference Number:

Copy Contract Elements (0016)

16. In the **Contract type** field, click 🗈 (Dropdown) to select from the drop-down list.

17. Click **Permanent** from the dropdown list.

> ℹ️ The Employee has completed his/her probationary appointment and is now permanent. The Contract Type must be changed to permanent.

18. Click in the **Probationary period** field.

> ℹ️ The probationary period field is also used for Trial Service period.

19. Enter **6 Months** for the length of Trial Service.

> ℹ️ The length of Trial Service may be longer or shorter than 6 months.

State of Washington HRMS

File name:
EE_STATUS_COMPLETE_INTRAINING_APPOINTMENT.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 12/19/2008 9:28:00 AM

SAP Parent
Page 9 / 12

Contract Elements (0016)

20. Click [Enter icon] (Enter) again to validate the information.

21. Click [Save icon] (Save) to save.

State of Washington HRMS

File name: EE_STATUS_COMPLETE_INTRAINING_APPOINTMENT.DOC

Reference Number:

Version: SME Approved Script **Last Modified:** 12/19/2008 9:28:00 AM

SAP Parent

Page 10 / 12

Create Monitoring of Tasks (0019)

22. Complete the following fields:

Field Name	R/O/C	Description
Task Type	O	The relevant task that a user would be expected to perform. **Example:** Trial Service expire
Date of Task	O	The date on which the task needs to be completed. **Example:** 08/1/2005
Processing indicator	O	An indicator that signifies if a task is new, in process, or has been completed. **Example:** New task
Reminder Date	O	The reminder date of the task. **Example:** 07/01/2005
Lead/follow-up time	O	The amount of lead/follow-up time for the task. **Example:** 1 Month

Title: *Employee Status Update to Permanent at*
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Sub-Processes :

HRMS Training Documents

Create Monitoring of Tasks (0019)

23. Click (Enter) to validate the information.

24. Click (Save) to save.

25. You have completed this transaction.

Result

You have updated the employee status to permanent at the completion of an In-Training appointment.

 You must now complete an appointment change action. Please see procedure: Appointment Change after In-training Appointment.

State of Washington HRMS

File name:
EE_STATUS_COMPLETE_INTRAIN
ING_APPOINTMENT.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 12/19/2008 9:28:00 AM

SAP Parent
Page 12 / 12